



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

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|------------------------------|--------------------------------------|-----------------------|----|
| Job ID | 637775 | # of Positions | 2 |
| Business Title | Paralegal | | |
| Civil Service Title | COMMUNITY ASSOCIATE | | |
| Title Code No | 56057 | Level | 00 |
| Title Classification | Non-Competitive | | |
| Proposed Salary Range | \$ 48,170.00 - \$ 48,170.00 (Annual) | | |
| Work Location | 350 Jay St, Brooklyn Ny | | |
| Division/Work Unit | Street Safety Bureau | | |

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Paralegal in it's Street Safety Bureau.

The potential candidate will carry out the following responsibilities under general supervision, with freedom to exercise independent judgement and initiative:

- Liaison on behalf of office with Highway 2 personnel to request and attain all discovery for Driving While Intoxicated (DWI) and vehicular crimes prosecutions.
- Discovery Liaison for Assistant District Attorney's (ADA) throughout the office.
- Responsible for maintaining records and fulfilling all requests from ADA's across the office, pertaining to both Criminal Court and Supreme Court cases.
- Prepare subpoenas for civilian witnesses' presence for Grand Jury and trial cases for Vehicular Crimes Cases handled by the unit.
- The Street Safety Bureau paralegal will collaborate with law enforcement to prepare subpoenas for ongoing investigations and cases.
- Assist Paralegals office-wide with procuring witnesses from Collision Investigation Squad and experts in the field.
- Liaise between KCDA and the Department of Motor Vehicle (DMV).
- Coordinates and documents all paperwork from the DMV that is requested office-wide, including but not limited to, Abstracts, DMV hearing minutes, and DMV driver applications for licenses.
- Responsible daily to identify all VTL 511 cases for supervisor's review.
- Responsible daily for updating our record-keeping system in case management.

Preferred Skills

- Strong attention to detail is required.
- Ability to utilize discretion and maintain confidentiality on casework is essential.
- Applicants must possess excellent interpersonal, verbal, and written communication skills and proficiency in MS Word, Outlook, Excel, Access, Lexis-Nexis, and internet research is essential.
- Effectively utilizes the office Case Management System, E-Justice portal, Case Monitor, and OCA.
- Organizational, time-management, and multi-tasking skills, including taking the initiative, prioritizing duties, and working independently and within a team environment are a plus.

Additional Information

- Candidates must meet the additional requirements:

- A baccalaureate degree from an accredited college or.
- An associate degree and two to four years of full-time satisfactory work experience in the performance of paralegal (legal assistant) services; or
- A Paralegal Certification from a program approved by the American Bar Association.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Hours/Shift

Day Shift 9.am. - 5p.m. or 10a.m. - 6p.m.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 06/20/2024

POST UNTIL 07/10/2024

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